

STATE OF MAINE
JUDICIAL BRANCH



EMPLOYMENT OPPORTUNITIES

DISTRICT COURT – TERM LAW CLERK – 2016-2017

The State of Maine Judicial Branch is accepting applications for clerkship positions with the Maine District Court for the 2016-2017 term, which runs from August 15, 2016 through August 18, 2017. Two positions are expected to be available. Law clerks are based in Portland, Lewiston, and/or Bangor.

The thirty-six judges of the District Court have statewide jurisdiction to adjudicate criminal, civil, and family matters. Eight Family Law Magistrates assist in the processing of family matter proceedings involving children. The District Court law clerks receive assignments from all District Court Judges and Magistrates. Duties include, but are not limited to, assisting judges and magistrates with legal research regarding the various areas of the court's jurisdiction, preparing memoranda and draft opinions, and monitoring trials and other proceedings in the District Court. The Chief Judge also assigns the District Court law clerks to assist in administrative projects.

Qualified candidates include law school graduates and individuals expecting to obtain a law degree in the spring of 2016. Selection criteria will include excellent analytical skills, excellent communication skills, class standing, Law Review, Moot Court, other significant research or writing experience, faculty and/or employer recommendations, and strong work ethic. Term Law Clerks are not required to have taken the Maine bar examination. Travel is required. Law Clerks may not engage in other employment.

Salary: \$45,219.20 plus fringe benefits.

How to Apply: Applications **must be received by August 7, 2015 at 4 p.m.** and include:

1. *Cover letter* (you must identify the location or locations--Portland, Lewiston, and/or Bangor--at which you are willing to accept a clerkship assignment in your cover letter).
2. *Résumé*.
3. *Law school transcript* (official or unofficial).
4. *Writing sample* (double spaced, ten-page maximum, unedited by others).
5. *Two letters of recommendation* (may be sent under separate cover).
6. *Applicant Information Survey* (available on the State of Maine Judicial Branch's website).

The application packet may be **emailed, in .pdf format**, to: Lawclerkrecruit@courts.maine.gov (indicate in the subject line that the application is for the "District Court Law Clerk Position") **or mailed to:**

Attn: Law Clerk Recruitment – Maine District Court
Administrative Office of the Courts
P.O. Box 4820, 125 Presumpscot Street
Portland, ME 04112-4820

Interviews: will be held in Augusta, Maine, in September 2015. Videoconference interview will be considered but are not preferred. Applicants selected for an interview may be required to submit an additional writing sample responding to a prompt supplied by the Chief Judge of the District Court. Successful candidates must submit to criminal, motor vehicle, and other records checks.

Inquiries may be directed to Janet Stocco at either 207-213-2972 or janet.stocco@courts.maine.gov.

The State of Maine Judicial Branch is an equal opportunity employer.